



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Division of City Schools - Tagbilaran City

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 0163 s. 2023

February 8, 2023

**ADOPTION OF THE ELECTRONIC TOOLS FOR THE SUBMISSION OF THE
QUARTERLY REPORT ON ASSESSMENT (QRA)**

To: Assistant Schools Division Superintendent
CID Chief
CID Education Program Supervisors
Public Elementary and Secondary School Heads
Division ITO
School ICT
All Others Concerned

1. Based on the continuing monitoring and evaluation, growing concerns have been expressed about the efficiency on the submission of the Quarterly Report on Assessment and correctness and consistency of the gathered data. Hence, schools are encouraged to adopt the electronic tools for the submission of the Quarterly Report on Assessment commencing Quarter 2, SY 2022-2023.

2. To ensure that the utilization of the system will be followed, an **orientation** shall be conducted on **February 18, 2023** at **1:00 p.m.** onwards. The venue of the orientation will be announced later.

3. The said activity aims to:
a. internalize the features of the QRA electronic tools;
b. capacitate the school and division leaders on the utilization of the tool;
c. appreciate the use of the tool for effective and efficient submission of reports.

4. The following are the expected participants

Participants	
CID Chief	1
Division CID EPSpvr	10
Division ITO	1
Public Elem./Sec. School Heads	24
School ICT Coordinator	1 per school except --
*DCPNHS	4
*TCCES	2
SEPS M & E	1



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5. Teacher-participants are entitled to a half day (0.5) service credit pursuant to **DepEd Order No.53,s. 2003** titled **Updated Guidelines on Grant of Vacation Service Credits to Teachers**. School Heads/ School Principals, Teacher-related and Non-Teaching Staff shall be provided with Compensatory Time-off (CTO) per **CSC and Department of Budget and Management Joint Circular No. 2,s. 2004 on Non- Monetary Remuneration for Overtime Services** rendered

6. Participants are expected to bring the following:
 - a. laptop
 - b. portable wifi
 - c. extension wire

7. Expenses relative to the conduct of the activity shall be charged against the Division HRTD Funds subject to the usual accounting and auditing rules and regulation.

8. Immediate dissemination of, and compliance with this Memorandum are directed.



JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

